

**HAMPDEN COUNTY RECC
REGIONAL 911 EMERGENCY COMMUNICATION DISTRICT PLANNING COMMITTEE**

NOVEMBER 30, 2016
10:00 AM
EAST LONGMEADOW FIRE DEPARTMENT
150 SOMERS ROAD, EAST LONGMEADOW MASSACHUSETTS 01028

APPROVED MINUTES

The meeting was called to order at 10:10 AM. The Agenda was approved. The draft minutes from the Oct. 28, 2016 meeting of the DPC were also approved.

The DPC then heard reports from the various subcommittees. The Building Subcommittee reported on the results of its most recent meeting and distributed a redrafted floor plan for the space at Ludlow Mills. It also presented a budget of \$4.8m for renovation, subject to the unpredictable cost escalation factor which may exist in two years (potentially up or down by 5%). The budget was designated as being on the generous side. The building needs a new roof and seismic protection through steel supports. The local Historic Commission will be involved. There is planning for approximately 40 parking spaces.

Fiber will have to be run and a new tower constructed. Whether the building can be obtained without a formal bid process was still being discussed. There was a generous amount of space and the training room was designed for possible flexible use in the future. The ambiguity or confusion as to whether the site was properly in the flood plain and the difficulties that presented were also discussed.

Who would be responsible for the running of fiber and replacing the roof, etc. was still to be determined, most likely during lease discussions.

It was reported that the 45 Baldwin St. East Longmeadow building was no longer available, as the owner had a prospective tenant. This demonstrated the inherent difficulty of planning to locate and acquire “near-move in” space given the long lag times between planning and ultimate commitment to a property.

The cost of renovation of the Ludlow Mills building was a concern.

Stephen Crane pointed out that the Commonwealth has a certain investment in renovating properties like Ludlow Mills and perhaps more financial support (beyond 911 Commission) could be garnered from encouraging legislative interest.

The question as to whether there were any alternatives to Ludlow Mills was discussed.

George Fosque from the Carell Group pointed out the relatively economical building of the new Hampden police station. This sparked a discussion as to whether the 911 Department

was opposed to new construction as a matter of policy, even if it proved more economical. It was suggested that this question be asked directly to the head of the agency.

The possibility of drafting a District Agreement that listed more than one possible RECC Site, with budgets for each was discussed. Use of a realtor to identify other properties was suggested.

A motion was made by Ellie Villano seconded and unanimously passed to instruct the Building Committee to research alternative sites that might present less complications and expense than the Ludlow Mills site. This search was also to consider open land.

The Governance and Finance Subcommittee reported on their progress in preparing a Draft District Agreement for review by the DPC and ultimately the Boards of Selectmen for the various towns. Michael Gardner from the Carell Group offered to share a copy of the draft in progress with any of the DPC members who were interested. A meeting of the G&F scheduled for Dec. 1, 2016 would further refine the draft. Stephen Crane requested that, at the next meeting of the DPC, language from the District Agreement be presented for consideration and vote by the full committee.

There was a further request for existing budget information and any cost escalation assumptions used by the Towns for future budget planning. The reported projections varied from 2-2.5%. Stephen Crane suggested that the cost allocation formula, still to be decided, would be derivative of getting budget data for the new RECC.

The Technology Committee reported that the real savings from a regional RECC would come from the support side, that is having to support only one system rather than six. There would be the need for data conversion of historical files, but that vendors were available to assist with that. There would be a CAD system at the RECC, with a backup at one of the police stations.

The Committee was continuing to work on the availability of fiber and radio spectrum and coverage. There were challenges in locating sufficient UHF frequencies.

George Fosque said he would be taking over as liaison for the Operations Subcommittee. The Fire subgroup reported that it had been meeting and shared a report listing five or six issues it was working on.

A visit to the Essex RECC was set for Dec. 20 at 10:30 am.

It was agreed to suspend discussion of additional agenda items, given the lateness of the hour.

Stephen Crane requested that materials from both the Governance & Finance Subcommittee and the Operations Subcommittee be ready for yes/no voted at the next DPC meeting (Dec. 14). The meeting adjourned at 11:25 am

Minutes Approved by the District Planning Committee, December 14, 2016

The mission of the Hampden RECC DPC is to develop and implement a governance structure and operational systems for a regional dispatch that meets the needs of all member communities today and in the future. The DPC member communities share a goal of enhanced and cost effective emergency dispatch services.